



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

AFO 11101.1K
AF 144
18 MAR 1997

AIR FACILITY ORDER 11101.1K

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS REGULATIONS (BUILDING 2108)

Ref: (a MCO P11000.22

Encl: (1) BEQ Organization
(2) BEQ Regulations
(3) Check-in/Check-out Inventory Sheet
(4) Guidelines for Inspection

1. Purpose. To set forth regulations governing the conduct of personnel within the billeting, storage and recreation spaces of the Marine Corps Air Facility (MCAF) Bachelor Enlisted Quarters (BEQ), Building 2108.

2. Cancellation AFO 11101.1J.

3 Information

a. Enclosures (1) and (2) amplify the guidance set forth in the reference and is intended to establish policy and procedures for the operation and management of the BEQ. These regulations set forth minimum standards of conduct for all Marines residing in the BEQ.

b. Enclosure (3) contains a sample inventory sheet for the BEQ residents. It is to be used in verifying the serviceability of the gear provided to them upon check-in and the condition of the gear upon check-out.

c. Enclosure (4) is provided as a guideline to use in preparation for inspection of individual rooms and the common areas.

4. Action All residents of the BEQ shall comply with enclosure (2).

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5. Certification. Reviewed and approved this date



T. L. BREITHAUPT

DISTRIBUTION: A

BEO ORGANIZATION

1 BEO Staffing Assignments

a. Barracks Manager. The Barracks Manager shall be a Noncommissioned Officer, who is responsible for supervising the maintenance of the building and monitoring the quality of life of the residents.

b. Wing Noncommissioned Officer. The Wing NCO shall be responsible for their respective wing. The Wing NCO shall be the senior NCO residing in that wing and shall be appointed in writing.

c. Assistant Wing Noncommissioned Officer. The Assistant Wing NCO, in the absence of the Wing NCO, shall be responsible for their respective wing. The Assistant Wing NCO should be the rank of Corporal or a senior Lance Corporal and will be assigned in writing.

2. Responsibilities

a Barracks Manager. The Barracks Manager shall

(1) Coordinate all work requests and track their progress; determine if a request is a self-help project.

(2) Act as a direct representative of the command and exercise the authority to:

(a) Make or change room assignments

(b) Enforce the provisions of this Order

(c) Initiate appropriate disciplinary action for disobedience of this Order.

(3) Ensure that cleanliness and safety is maintained throughout the building.

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Provide administrative and logistical support to the Wing NCO's

(5) Conduct daily inspections of the morning police of all passageways and common areas as well as inspection for damaged equipment.

(6) Supervise and conduct a field day on a weekly basis, promoting a good state of police and cleanliness.

(7) Maintain a bulletin board in the Barracks Manager's office depicting room assignments and room discrepancies.

(8) Submit all work requests and emergency trouble calls to MCAF S-4

(9) Maintain a work request file, and emergency maintenance log book.

Reconcile work requests with MCAF S-4 on a monthly basis

(11) Maintain a folder on all assigned personnel. (This folder will include, but not limited to, the BEQ Check-In/Check-Out Room Inventory Sheet, Security and Valuables Check List, a copy of Storage of Personal Effects check list, and work requests for that room.)

(12) Ensure that the Air Facility DNCO has a key for the transient room and sufficient linen for personnel joining after hours.

(13) Adhere to basic safety directives, to include assisting the Air Facility Fire Marshal in holding appropriate drills.

b. Wing NCO/Asst Wing NCO. The Wing NCO/Asst Wing NCO's are under the cognizance of the Barracks Manager for cleanliness and maintenance of their respective wing/areas of the barracks. The Wing NCO/Asst Wing NCO's will:

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(1) Establish a schedule for morning clean-up and ensure that the clean-up is complete by the start of normal working hours.

(2) Ensure the hallways for his/her respective wing/deck are vacuumed on a daily basis.

(3) Ensure the laundry rooms for his/her respective wing/deck are kept clean, to include emptying trash cans and wiping down the washers and dryers.

(4) Ensure ladder wells for his/her respective wing are policed

(5) Supervise field day of assigned areas on a weekly basis

(6) Report any maintenance discrepancies for his/her area of responsibility to the Barracks Manager.

c Bachelor Enlisted Quarters Occupants

(1) Occupants will sign for all personal support equipment in individual rooms upon initial check-in, as outlined in enclosure (3).

(2) Occupants will sign for their key upon initial check-in

(3) Occupants are responsible for any damage to their assigned room and property after initial check-in. Any damage caused by occupants or their guests is the occupant's financial responsibility to repair.

(4) Occupants will ensure that rooms remain in a good state of police/cleanliness, in a manner which promotes good health and safety at all times.

(5) Occupants are not authorized to move into any room

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without prior approval from the Barracks Manager via the SgtMaj.

(6) Occupants will adhere to this Order and all applicable orders for residence in the barracks, and are subject to disciplinary action under the articles of the Uniform Code of Military Justice for disobedience of this Order.

3. Responsibility for Overall Maintenance of the BEQ. The Air Facility Logistics Officer is designated as Officer in Charge of the BEQ and has overall responsibility for the general maintenance, upkeep and cleanliness of the BEQ and its surrounding area. The Barracks Manager and Wing NCO's will be primarily responsible in assisting the Logistics Officer in general maintenance upkeep and cleanliness of the building.

4 Room Assignment and Check-In/Check-Out Procedures

a. Room Assignments

(1) Room assignments will be based on section integrity as much as possible for Lance Corporals and below. Noncommissioned Officers will be billeted in the shared head and suite style rooms when available.

b. Check In Procedures

(1) During normal working hours all personnel will physically report to the Barracks Manager for their room assignment and room key. The Barracks Manager will issue a room key and the Marine will inventory the assigned room with the Barracks Manager using enclosure (3). The Marine and BEQ Manager will jointly sign room inventory to ensure all items are serviceable and all items needed are in the room.

(2) During nonworking hours and weekends Marines will check in with the MCAF NCO for transient billeting until the next working day. The DNCO will have possession of keys for transient billeting and will temporarily issue a key and linen to the Marine checking in and make appropriate logbook entries.

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c. Check Out Procedures

(1) Marines will be required to physically check out with the Barracks Manager as part of their squadron check out procedures. Check out with the Barracks Manager must be done on normal working days during normal working hours. Departing Marines will ensure that all property in their custody is returned and in serviceable condition. Any lost or damaged property or room damage will be noted by the Barracks Manager and reported to the MCAF BEQ Officer.

(2) Marines who require billeting after checking out will be assigned temporary billeting by the Barracks Manager.

d. Room Changes. Marines desiring to change rooms must submit a request in writing to the SgtMaj via their chain of command. Marines will report to the Barracks Manager for inventory and key issue as described in the Check-In/Check-Out procedures after a new room reassignment has been approved.

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BEO REGULATIONS

The following regulations are promulgated to maintain a proper state of health and safety within the BEQ at all times:

1 Inspection/Field Day

a. Inspections

(1) The common areas will be inspected no later than 0730 on a daily basis by the Barracks Manager.

b. Field Days. Field day will be conducted every Wednesday at 1800 by the Barracks Manager.

c. Cleaning gear will be requested and issued through the Barracks Manager.

2 Police Responsibility

a. Common Areas

(1) The BEQ common areas will be prepared for informal inspection by 0730 during normal work days and by 1100 on weekends and holidays. Deck passageways, lobby, 2nd deck lounge, communal heads and laundry rooms are considered common areas.

(2) Common area trash cans will have plastic liners and be emptied daily, during morning hours.

b. Individual Rooms

(1) Trash cans in the rooms will be emptied daily and clean. There will be no storage of trash in rooms.

(2) Each individual is responsible for keeping his/her room clean at all times, in a manner which promotes good health and safety.

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(3) Cigarette and cigar butts, pipe ashes and burnt matches will be placed in appropriate receptacles, which will be cleaned for daily inspection.

(4) Food will not be stored in open containers. Leftover food will be disposed of each morning and not left in the room.

(5) Heads will be kept clean at all times

(6) Refrigerators will be kept free from mold, rotting food and defrosted or they will be confiscated.

3. Conservation of Utilities

a. Every effort shall be made to conserve the use of heat, electricity and water.

b. When doors and windows are open, individual environmental control units will be turned off.

4. Laundry Rooms. Laundry facilities are under the cognizance of the Barracks Manager, who is responsible for posting the rules, regulations, and instructions for their use as well as for the maintenance of the equipment.

5. Light/Noise Control. The BEQ is home for every assigned Marine and Sailor. Stereos and televisions will be kept at a volume to not disturb other occupants. Entertainment equipment will be turned down to a minimum at 2200. When leaving the room, lights and equipment will be turned off.

6. Decorations

a. Flexibility in room arrangements is authorized as long as the occupants can safely exit the room in case of an emergency. Decorations, in keeping with health and safety, are authorized. Decorations must not bring discredit or offense to the Armed Services, or any racial, ethnic, sexual, religious groups, and must be in keeping with the highest standards of the United

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States Marine Corps. All rooms must be returned to their original condition before the responsible individual is allowed to vacate.

b. Holiday decorations in individual rooms are authorized as long as the occupant adheres to safety and fire regulations. These decorations must be removed after the holiday in a timely manner.

c. Personal furniture in good condition will be allowed in the room as long as it does not infringe on the roommates space

d. Decorating of common-use heads is prohibited.

e. Only items that leave small holes such as tacks, pins and staples or tape are authorized to hang posters and pictures.

7. Repairs. Each Marine and Sailor will immediately report any equipment malfunction or property damage to the Barracks Manager. Occupants of the BEQ shall not tamper with, remove, modify, change, open or close electrical circuits or steam valves in the heating system. Fan controls on individual environmental control units may be adjusted.

8. Guests

a. A guest is any person who does not reside in BEQ 2108

b. Guests must check in with the BEQ Manager/DNCO prior to entering the sponsor's BEQ room, and check out with the DNCO when leaving. Guests are the responsibility of their military sponsor, and sponsors will be held accountable for the actions of their guests.

c. Guests under the age of 18 years and not related to the sponsor will not be allowed in the BEQ.

d. Rules, regulations, and standards of decorum and morality will be observed at all times while guests are in the BEQ rooms.

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e. Visiting Hours

1000 to 2300 on weekdays

1000 to 2400 on weekends and holidays.

f. Under no circumstances will a guest remain overnight

g. No agents, solicitors, salespersons or vendors will be allowed in the BEQ. In no instance will a Marine meet with these individuals in the BEQ area.

9. Telephone Calls. The duty telephone is an official phone and will not be used for personal calls. Collect calls will not be accepted on the BEQ duty phone.

10. Fire Bill. All hands are required to familiarize themselves with the Fire Bill for the BEQ promulgated in reference (c), a copy which is posted on all bulletin boards. Fire exits are for emergency use only. Normal entry and exit from the BEQ shall be through the main doors. Fire doors will remain closed at all times.

11 Parking

a. Parking is permitted in the parking lot behind, in front of and on the west side of the BEQ. Parking is not permitted on the grass or dirt on the east side of the building.

b. Boats and trailers will not be stored in the BEQ parking lot. These items may be parked in the MWR storage lots.

c. Maintenance of automobiles is prohibited in the BEQ parking area. Automobiles placed on jacks, or which have flat tires, or are inoperable will be towed at the expense of the owner.

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12. Room/Personal Gear Identification

a. Each individual is responsible for having a door card properly displayed. This card will be typed by the Barracks Manager upon check-in. The door card will be placed in the brass card holder on the exterior of the door. The door card will contain last name, initials, rank, work section/phone number and duty section, and be prepared in the following manner:

SMITH	J. D
CPL	
ARFF	x2312
DUTY SECTION	2

b. No other stickers, posters, message boards, or graffiti be displayed on the door.

13. Storage of Personal Effects. Storage of personal effects is the responsibility of the individual. Limited space may be available on an as needed basis through the Air Facility Marine Corps Property section. Residents are encouraged to rent storage lockers in the local area for the storage of excess personal effects.

14. Bulletin Boards. The bulletin boards contain pertinent orders and regulations and will be maintained by the Barracks Manager. A copy of the following will be maintained at all times:

- a. BEQ Regulations
- b. Fire Bill
- c. Request Mast Order
- d. Plan of the Day
- e. Maintenance Request Sheets

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f Commandant's Statement on Equal Opportunity

g OOD and DNCO Rosters

Gambling. Gambling in any form is prohibited in the BEQ

16. Tobacco. Smoking in bed is prohibited. Smoking and chewing tobacco is only permitted in the individual rooms. Tobacco products will not be used in common areas. Residue and by-products of chewing tobacco and dip will be placed in appropriate containers for disposal; do not use the trash cans for this purpose. When one occupant of the room is a non-smoker, the room will be designated as a non-smoking room. This is a valid reason to request a room change.

17. Candles/Incense. The burning of candles or incense is prohibited.

18. Pets. No pets will be permitted in the BEQ. The only exception will be appropriate aquariums not exceeding 50 gallons. Aquariums that are not kept clean will be removed.

19. Possession of Weapons. Privately owned weapons and ammunition to include K-Bars will not be kept in the BEQ. For storage of any personal weapons and ammunition, contact the MCAF armory located in the basement of building 2106. Requests for exceptions, such as ceremonial swords or karate training equipment, will be submitted via chain of command in writing to the MCAF Logistics Officer for approval.

20. Narcotics and Drugs. Possession, use or distribution of illegal drugs, or drug paraphernalia within the BEQ is strictly prohibited.

Alcoholic Beverages

a. Alcoholic beverages (beer, wine, wine coolers, liquors, etc.) will be permitted in rooms as long as State and Federal laws that govern their purchase and consumption are obeyed.

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b. The storage of alcoholic beverages in the living areas must be in accordance with Virginia State Laws. Only those Marines who are 21 years of age or older are authorized to possess and consume alcohol.

c. Noncommissioned Officers and Petty Officers and/or the senior Marine in each room, as well as individual Marines, are responsible for ensuring that only those Marines 21 years of age or older possess and consume alcohol.

d. The consumption of alcoholic beverages is authorized in the BEQ rooms and the second deck lounge. It is not authorized in the common areas, to include the hallways or outside of the BEQ.

e. Parties will not be allowed in the barracks unless authorized by the Commanding Officer, Marine Corps Air Facility

22. Small Appliances. Appliances, electrical or otherwise, that are primarily designated to heat food or beverages, are prohibited. The only exception to the above are small, personal coffee makers that incorporate overheat protection, refrigerators, and small microwave ovens that are less than 1.74 cubic feet in size. Refrigerators will be kept clean and unlocked. Portable space heaters are prohibited.

23 Restricted Areas

a. Personnel are not allowed on the roof or in the attic of the BEQ.

b. Personnel are not allowed in the satellite dish control room

c. The RF&P Railroad right-of-way is out of bounds to all military personnel, except at authorized crossings with gates or signs.

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24. Weight Room Building 2106

a. Personnel utilizing the weight room will put equipment in its proper storage area at the completion of workout, and will police the area before departing.

b. Any broken equipment will be reported to the Duty NCO in Bldg 2106 immediately.

c. The weight room will be kept locked when not in use. The key will be kept with the Duty NCO. Personnel will sign for the key from the Duty NCO to utilize the weight room. The person who last utilizes the room will be responsible for locking the facility.

25. Key Procedures

a. Room keys will be signed for upon check-in

b. Loss of a room key will result in replacement at the occupant's expense.

c. A second loss of a key will result in a lock change at the occupant's expense.

d. Keys will be returned in accordance with established check-out procedures.

26. Procedures for Disobedience. Disobedience of this Order or blatant disregard for fellow Marines and Sailors will be brought to the attention of the individual's SNCOIC. Occupants that do not abide by these regulations will be subject to prosecution under the Uniform Code of Military Justice.

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CHECK-IN/CHECK-OUT INVENTORY SHEET

Name	Rank	SSN/MOS
Unit	Work Section	BEQ Room

1. I have this date _____ been assigned to the above BEQ room. I have inventoried the following items of government property, for which I will be held responsible:

Item	Qty	Init	Ex	Sat	Unsat
a. Bunk bed, single					
b. Mattress, single					
c. Lamp, desk					
d. Lamp, floor					
e. Secretary					
f. Dresser, 3 drawer					
g. Dresser, 6 drawer					
h. Night stand					
i. Chair, desk					
j. Chair, lounge					
k. Refrig Ser #					
l. Key, Room #					

2. Additionally, I have examined the head area within my

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assigned room, including all fixtures, and have found the following discrepancies: _____

(Occupants Signature)

(Barracks Mgr's Signature)

CHECK-OUT VERIFICATION SLIP

1. A complete inventory has been held this date _____ of all government property and assigned room areas. The following discrepancies, if any, are noted: _____

2. Key # _____ returned as of (time/date) _____

(Occupants Signature)

(Barracks Mgr's Signature)

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GUIDELINES FOR INSPECTION

Wing NCO Weekly Inspection

Barracks 2108

Room

Date

Room Set-up

(P)

(F)

Furniture/equipment (item: _____)

Unacceptable posters/pictures displayed

Electrical outlets overloaded

Gear adrift

Racks made

Name plate on door

Cleanliness

(P)

(F)

Dust

Carpet

Shower (if applicable)

Sink (if applicable)

Toilet (if applicable)

Head deck (if applicable)

Walls

Deck

Blinds

Mirrors (if applicable)

Odors

Trash cans

Refrigerator

Overall Area Grade

() Pass

) Fail

Additional Comments

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Common Area Inspection Guide

Deck/Wing _____ Date _____

Laundry Rooms

(P)	(F)	
_____	_____	Washers
_____	_____	Dryers
_____	_____	Trash cans
_____	_____	Gear adrift
_____	_____	Windows/Windows sills
_____	_____	Tables and chairs cleaned
_____	_____	Deep sink rooms
_____	_____	Floors
_____	_____	Walls

Lounge/TV Room

(P)	(F)	
_____	_____	Carpet
_____	_____	Furniture
_____	_____	Trash cans
_____	_____	Walls
_____	_____	Snack/Vending machines

Hallways

(P)	(F)	
_____	_____	Carpet
_____	_____	Exit doors (including windows)
_____	_____	Ledges
_____	_____	Water fountains
_____	_____	Walls
_____	_____	Vents on walls

Overall Grade Pass (Fail

Additional Comments

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